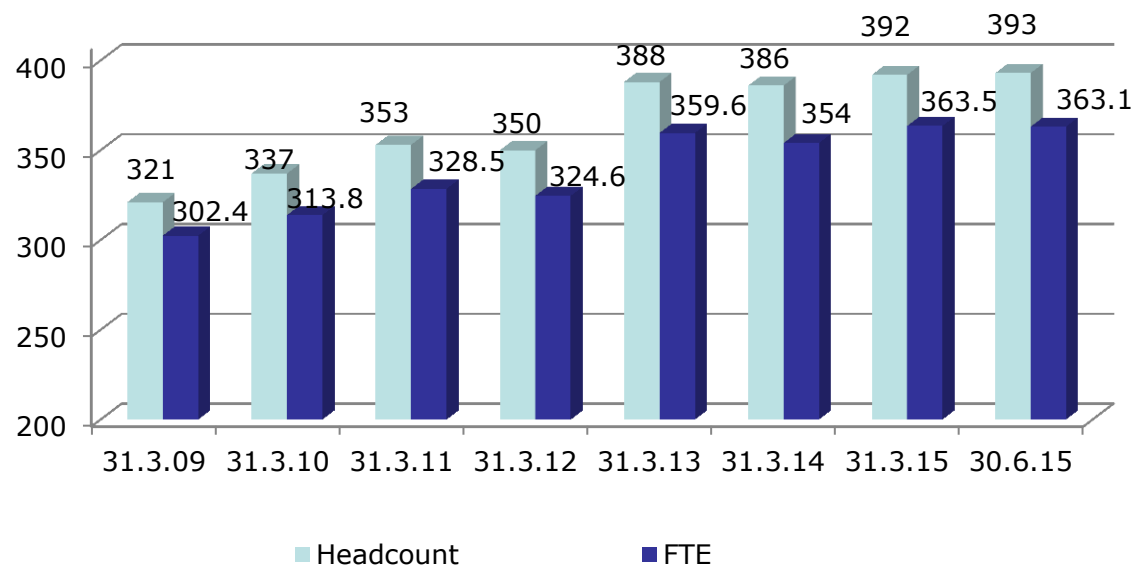


Organisational Development – July 2015 Dashboard

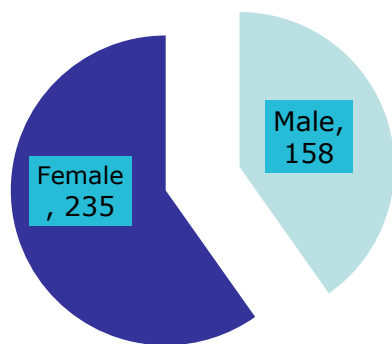
Headcount



Grade Distribution as at 30.6.15

Job Level	No. of staff	% of staff	FTE
A	9	2.3%	7.6
B	29	7.4%	24.9
C	119	30.3%	108.2
D	84	21.4%	74.5
E	90	22.9%	83.9
F	47	11.9%	45.0
G	12	3%	12
H	3	0.8%	3

Staff Gender Analysis



Staff Gender Analysis by grade

	Female (% of grade)	Male (% of grade)
Level A	33%	67%
Level B	76%	24%
Level C	60.5%	39.5%
Level D	69%	31%
Level E	53.3%	46.7%
Level F	61.7%	38.3%
Level G	25%	75%
Level H	0%	100%

Staff disability analysis

	% of staff
Disabled	4.6%
Not disabled	95.4%

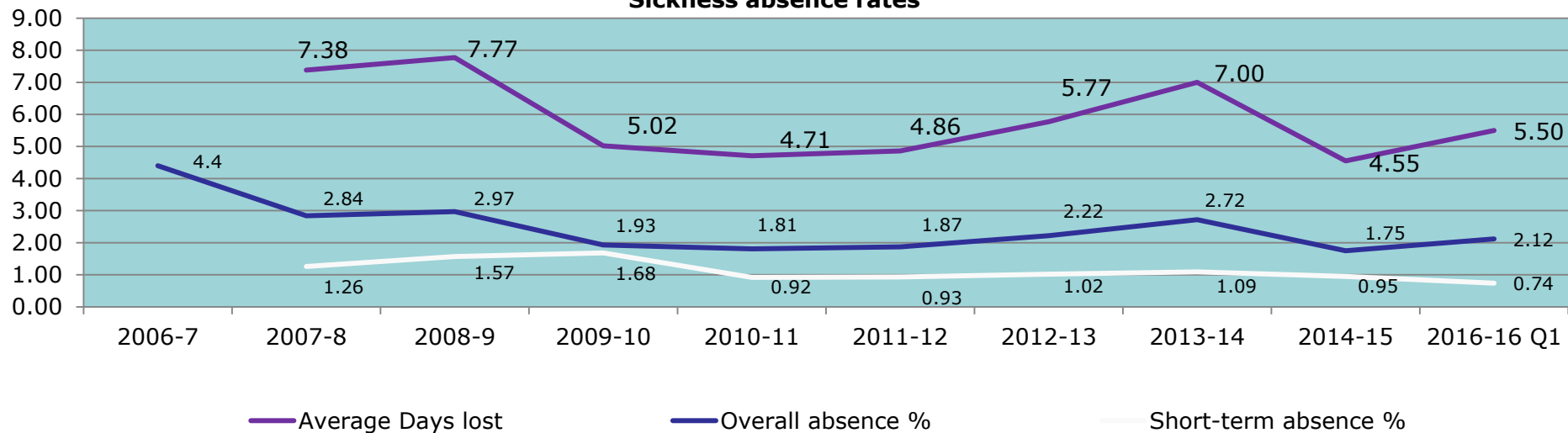
Full time/Part time split

	% of staff
Full time	77.4%
Part time	22.6%

Staff ethnicity analysis

	% of staff
Asian and Asian British	2.5%
Black and Black British	0.75%
Chinese	0.25%
Mixed ethnicity	1.3%
Other ethnicity	0.25%
White	94.95%

Sickness absence rates



Short term absences exclude absences of over 3 weeks duration. The Civil Service average absence rate is 7.4 days lost per staff year. In 2014/15 49% of staff had no sickness absence.

Staff Turnover

Staff turnover in Quarter 1 was 2.5%, this would equate to 10% for a full year, which is consistent with the rate for the last two years.

Organisational Development : Summary Q1

	Management support	Learning and Development	HR processes	Facilities Management Health and Safety
Supporting the business	<p>Support provided to managers investigating and hearing disciplinary and Dignity at Work cases.</p> <p>Development of the procedure and documentation needed for the Commissioner's review of the process and communication involved in last year's ET decision about ET pay.</p> <p>Information provided to Remuneration Committee regarding gender pay equality.</p> <p>Working closely with Finance to determine staff cohort for 2015/16 and the expected salary budget.</p>	<p>14 staff have joined the Trainer Network to enable them to deliver Information Rights training.</p> <p>Work has commenced with Good Practice to enable the ICO to deliver audit training ISO27001 to accredited standard. This will help ensure that audit training is tailored to the needs of the business and reduce the cost base for training in this area.</p>	<p>Significant recruitment activity taken place in the quarter:</p> <ul style="list-style-type: none"> - Deputy Commissioner – working with external agency. - Recruitment of new team to take on the ICO's new responsibilities for DRIPA. - Group Manager recruitment for Performance Improvement and for Enforcement working on anti-spam measures. - Attendance at the Manchester Universities' careers fair with live adverts for Case Officers which has drawn a high quality return. 	<p>Senior responsibility for the Facilities team move moved to Organisational Development from IT in May.</p> <p>No RIDDOR reportable accidents this quarter.</p> <p>Staff trained to use Defibrilators.</p>
Delivering services	<p>Implementation of the new alpha pension scheme and the payroll processes needed to accommodate the changes.</p> <p>Commenced re-procurement of the ICO's Employee Assistance Programme and Health Cash Plan.</p> <p>Grading reports completed for the Job Grading Panel.</p> <p>Work with N.Ireland regional office to review the Disability Action Plan.</p>	<p>New learning styles: there has been less classroom delivery this quarter and greater emphasis on social learning using peer networks, e-learning and self managed learning.</p> <p>E-learning package developed to help senior managers build Equality and Diversity considerations into the business planning process. To be launched in late August/early September to fit in with Leadership Group planning days.</p>	<p>Development and update of various policies including Shared Parental Leave</p> <p>The 2014/15 pay review for staff who had not accepted the proposals was implemented and paid out to staff in May.</p> <p>Introduction of changes to some terms and conditions including the operation of the flexi time system.</p>	<p>Installation of a new lift in Wycliffe House. Initial teething problems have been overcome and it is now working effectively.</p> <p>Initial review of ICO H&S management system by MOJ Senior H&S Adviser completed. A high degree of satisfaction with ICO systems and safety management was expressed.</p>

